



University of  
St Andrews

## Special Collections public task statement

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<b>Scope (applies to)</b>	Public
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<b>Equality impact assessment</b>	None
<b>Key terms</b>	Library and museum services
<b>Purpose</b>	This describes for the purposes of the Re-use of Public Sector Information Regulations 2015, Special Collections considers its "public task" to be providing education to, and facilitating research by, students, staff and members of the public.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.1	Updated review date		Gabriel Sewell, Assistant Director, Special Collections, Libraries and Museums	29/09/20

For the purposes of the Re-use of Public Sector Information Regulations 2015, Special Collections considers its "public task" to be providing education to, and facilitating research by, students, staff and members of the public.

The Special Collections Division undertakes digitisation and facilitates re-use wherever copyright law, data protection and the availability of funding will permit this. We do not have a dedicated budget for digitisation, so are reliant on charging fees for the digitisation, supply and licensing of content in order to meet its costs.

We reserve the right to refuse requests for re-use of information under the Directive. Should this apply, the reason for refusal will be clearly explained, along with details on how to appeal that decision.

If you have any query about this public task statement, wish to inquire about re-use of information under the Re-use of Public Sector Information Regulations, or wish to lodge a complaint about a decision made in relation to the Regulations, please write to [speccoll@st-andrews.ac.uk](mailto:speccoll@st-andrews.ac.uk) and include PSI in the subject line.

<b>Version number</b>	<b>Purpose / changes</b>	<b>Document status</b>	<b>Author of changes, role and school / unit</b>	<b>Date</b>
1.0	Migration	Published	Kaye Wemyss	02/10/2019
1.1	Updated review date		Gabriel Sewell, Assistant Director, Special Collections, Libraries and Museums	29/09/2020